

**NEW JERSEY MODEL AGENCY AGREEMENT
FOR VOLUNTEER/COMMUNITY SERVICE/SERVICE LEARNING SCHOOL-SPONSORED
STRUCTURED LEARNING EXPERIENCES**

(N.J.A.C. 12:56-18, School-to-Work Program and N.J.A.C. 6A:19-6:4, Structured Learning Experiences)

PART I: STUDENT INFORMATION

Student Name: _____ Student#: _____ Date of Birth: _____

Student Address: _____ City: _____ State: _____ Zip: _____

SLE Teacher Supervisor: _____ Student Emergency Phone #: _____

EMERGENCY CONTACT INFO: Name: _____ **Relation:** _____

Agency Name: _____ Agency ID #: _____

SLE Site Address: _____ City: _____ State: _____ Zip: _____

SLE Site Telephone: _____ Fax: _____ E-mail: _____

SLE Start Date: _____ End Date: _____ Agency Mentor: _____

SLE Hours of SLE Activities: _____ to _____ ☒ All That Apply: Mon. _____ Tue _____ Wed _____ Thus _____ Fri _____

Student will report to the SLE site: Daily _____ Every (day of week) _____ Other: _____

PART 2: SCHOOL ADMINISTRATOR AND AGENCY RESPONSIBILITIES

Consistent with the New Jersey Department of Education administrative code, *N.J.A.C. 6A:19-4*, Structured Learning Experiences, the school district agrees to ensure the following:

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-4.1(c)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-4.1(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-4.1(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-4.3*).
- (5) The district will maintain the student's records reflecting the unpaid, career orientation structured learning experience, (*N.J.A.C. 6A:19-4.1(d)*).

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, *N.J.A.C. 12:56-18.2*, School-to-Work Programs, the school district and agency understand that a volunteer structured learning experience taking place at a work site must include all of the following elements to be consistent with a "learning experience" and not be considered "employment." We agree to ensure that the structured learning experience meets the following regulatory requirements:

- (1) The student shall be at least 16 years of age;
- (2) The SLE activities must be related to a formal training plan (attached to this form) for the student**;
- (3) There is collaboration and planning between agency staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive a grade/credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and an agency mentor;
- (7) The SLE is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee of the agency.

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In addition, the school district and agency understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid, school-sponsored structured learning experience.

Name/Title of School Administrator _____ Signature: _____

Date _____ District/School Code _____ Name of District _____

Mailing Address _____ Phone _____ Fax _____

Name/Title of Agency Officer _____ Signature _____

Agency Mailing Address _____ Phone _____ Fax _____

PART 3: INSURANCE STATEMENT: The school district and the agency agree to provide copies of their respective insurance certificates prior to the start of the volunteer, school-sponsored structured learning experience. In addition, the parties agree to the scope, nature, and responsibilities for insurance coverage of this volunteer structured learning experience.

PART 4: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the volunteer, school-sponsored structured learning experience (SLE) that are listed below:

- (1) I will maintain regular attendance both in school and at the SLE site. I will notify the school and the appropriate agency contact person if I will be tardy arriving to or if I am unable to report to my SLE site.
- (2) I will keep a daily record of my time and activities at my SLE site, and I will submit my completed SLE reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my SLE site and comply with the agency's business practices and procedures.
- (5) I will talk to my SLE teacher supervisor and/or my agency mentor about any difficulties arising during the structured learning experience.
- (6) I will work to acquire the knowledge and skills as outlined in my SLE student training plan.
- (7) I will furnish my SLE teacher supervisor with all necessary information pertaining to my volunteer SLE, including all SLE-related assignments and reports. I understand that my SLE grade or credit will be based upon the satisfactory completion of my SLE assignments, time and activity reports, and evaluations.

I understand that this volunteer, school-sponsored structured learning experience is not employment and I am not entitled to wages or a promise of employment at the completion of the structured learning experience, as per the NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.

SIGNATURE OF STUDENT: _____ **Date:** _____

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PART 4: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the volunteer, school sponsored structured learning experience (SLE) that are listed below:

- (1) I will encourage my child or ward to effectively carry out the SLE assignments and responsibilities as outlined in the student training plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the SLE teacher supervisor.

I understand that this unpaid, school-sponsored structured learning experience is not employment and that the student is not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience, as per the NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.

I hereby give my consent for _____ to participate in volunteer, school-sponsored structured learning experience activities during the current school year.

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

PART 5: COMPLETION OF VOLUNTEER/COMMUNITY SERVICE/SERVICE LEARNING, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCE

Upon completion of the volunteer, school-sponsored structured learning experience, I certify that the student has received training in the areas indicated on the attached student training plan:

Student Signature: _____ Date: _____

Agency Representative Signature: _____ Date: _____

SLE Teacher Coordinator: _____ Date: _____

School Administrator Signature: _____ Date: _____

School Grade or Credit Awarded: _____

ATTACHMENT: Volunteer School-Sponsored Structured Learning Experience Student Training Plan

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ADDITIONAL NOTES:

Volunteer and Community Service (New Jersey State Child Labor Regulations *N.J.A.C. 12:56-2.1*) means a person who donates his or her service for the protection of the health and safety of the general public. Such a person would include, among others, a volunteer fire fighter; rescue worker; an aide in the care of the sick, aged, young, mentally ill, destitute and the like; or an assistant in the religious, eleemosynary, educational, hospital, cultural and similar activities. The Fair Labor Standards Act Advisor also states that such individuals are not considered employees of the religious, charitable, or similar non-profit organizations that receive their service. This definition applies to “Community Service.”

Service Learning (P.L. 106-170, National and Community Service Act) means a method under which students or participants learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of a community; is coordinated with an elementary school, secondary school, institution of higher education or community-services program and with the community; and helps foster civic responsibility; and that is integrated into and enhances the academic curriculum of the students, or the education components of the community service program in which the participants are enrolled; and provides structured time for students or participants to reflect on the service experience.

Training Plan (*N.J.A.C. 6A:19*, NJ Department of Education) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** All structured learning experiences must be accompanied by a training plan.

This form may be used for the following volunteer, school-sponsored structured learning experiences as defined in Section II of the “Guidelines for Structured Learning Experiences”:

- Volunteering
- Community Service
- Service-Learning

Link to “Guidelines for Structured Learning Experiences”: http://www.nj.gov/njded/voc/sle/sle_man.htm